

FACILITY USE APPLICATION & AGREEMENT FOR CITY OF DES MOINES FACILITIES

CONTACT PERSON/ORGANIZATION: _____	
ADDRESS:	_____
	(Street) (City, State) (Zip Code)
HOME TELEPHONE:	() _____ (Work or Cell): () _____
EMAIL:	_____

REQUESTED DATE:	_____	PURPOSE OF EVENT:	_____
# of attendees:	_____	Will Alcohol be served?	YES NO

CIRCLE REQUESTED LOCATION:	FIELD HOUSE GYM	FIELD HOUSE STUDIO	ACTIVITY CENTER	FOUNDER'S LODGE
	BEACH PARK MEADOW	BEACH PARK AUDITORIUM	BEACH PARK PROMONTORY	

REQUESTED TIME:	Rental times must include set-up & clean up time for your event. Premises must be vacated by 12am. All supplies must be dropped off during your scheduled rental. Early arrivals are not permitted.		
Start:	_____ am/pm	End:	_____ am/pm
	Renter's Initials _____		

PICNIC SHELTER:	FIELD HOUSE	WOOTON PARK GAZEBO
PICNIC SHELTER TIMES:	10:30am-7:00pm	10:30am-2:30pm 3:00-7:00pm
	<i>PICNIC SHELTERS ACCOMMODATE UP TO 50 GUESTS</i>	

DEPOSITS:	<u>DAMAGE/SECURITY DEPOSIT</u> Damage deposit will be refunded in full within 30 days of your event if there is no damage or excessive cleaning by city custodial staff to any part of the rented building or equipment.	
	<i>All deposits are refunded less \$100 booking fee</i>	
	\$100 - Deposit for Picnic Shelter (refunded less \$20.00 booking fee) \$1000 - 1500.00. Deposit for Facility NOT serving alcohol \$1000 - \$2500 - Deposit for Facility that ARE serving alcohol* FULL DEPOSIT DUE AT TIME OF CONTRACTING	DEPOSIT \$ _____ \$ _____ \$ _____

***Assigned by Facility Coordinator. High Risk Events will be subject to a higher deposit at the city's discretion.**

RENTAL FEES:	All rental fees are due thirty (30) days prior to the event.	
	Rental Fee: \$ _____ / hr x _____ hours of rent Picnic Shelter: \$ _____ x 4 hour block of time:	RENTAL FEES \$ _____ \$ _____
SECURITY FEES:	Additional Staff required if attendance is over 100 people; or if serving alcohol, standards are: 1 Staff Member required for every 100 people. The first staff person is included in the rental fee. ADDITIONAL STAFFING: _____ (#of staff) x _____ hrs x \$40/ hour=	
		SECURITY FEE \$ _____

If attendance of the event is higher than disclosed on this application and additional staff is called in to cover; this staff time will be billed at \$80.00 per hour per staff person.
The City of Des Moines reserves the right to require police supervision at an additional cost for any event. Security requirements must be met prior to the event.

Renter's Initials _____

OPTIONAL CLEANING FEES:	\$110.00 fee for janitorial service MANDATORY at the Activity Center <u>ONLY.</u> Minimum 2 weeks notice for all other facilities, agreement signed at time of contract signing.	CLEANING FEE \$
	Service Needed: YES NO Service Paid: YES NO	
	Cleaning list agreement Date: 	

MUSIC:	Will music be played at your event: YES NO	
	Type of music: 	
	Tape/CD 	Band Name
	DJ 	Music Contact
<i>**Music played at any facility must not be audible from 20 feet away and must be turned off at 11:00pm.</i> <div style="text-align: right;">RENTER'S INITIALS: </div>		

RENTING A FACILITY:	<ol style="list-style-type: none"> 1. Rental hours are consecutive and must include time for delivery of supplies set-up, take-down and clean-up of the facility. 2. All items brought into a facility by the lessee are to be removed by the end of the rental period. The rental group is to remove food, materials, equipment, furnishings, decorations and garbage left after the use of a facility. 3. All garbage should be placed in the dumpster or trash cans located near each building. 4. City owned equipment made available and used by the rental group must be thoroughly cleaned - including tables, chairs, kitchen facilities, floors, linens sinks, etc. This equipment must also be returned to its original location. 5. Renters will be responsible for the conduct of all members of their party. Persons acting in a disorderly conduct or intoxicated manner or causing disturbance of the public peace will be required to vacate the premises. 	<u>Renter's Initials:</u> <div style="background-color: yellow; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: yellow; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: yellow; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: yellow; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: yellow; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: yellow; height: 1.2em; margin-bottom: 5px;"></div>
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SERVING ALCOHOL:	<ol style="list-style-type: none"> 1. No alcohol is to be outside your rented facility during your rental. 2. A certificate of insurance must be on file at the Des Moines Park & Recreation Department 30 days prior to your event. Applications are available at the Field House or you can contact your insurance agent. 3. <u>An additional \$30/hour fee is required for security staff to be on site while alcohol is being served at your event.</u> 4. A Banquet Permit is required in order to serve alcohol. This permit can be purchased at any Washington State Liquor Store and must be on file at the Des Moines Park & Recreation Department 30 days prior to your event. 	<div style="background-color: yellow; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: yellow; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: yellow; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: yellow; height: 1.2em; margin-bottom: 5px;"></div>
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DECORATIONS:	<ol style="list-style-type: none"> 1. Do not throw rice, birdseed or confetti inside or outside the facilities. 2. Decorations may only be attached to walls, windows or ceilings with blue painters tape or 3Mhook material. 3. Candles are permitted but must be kept in a candle-safe container. 	<div style="background-color: yellow; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: yellow; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: yellow; height: 1.2em; margin-bottom: 5px;"></div>
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ATTENDEES:	<ol style="list-style-type: none"> 1. Adult chaperones required for events with attendees age 18 & under - minimum 1:12 ratio. 2. How many attendees age 18 & under will be at your event: 3. How many adult chaperones will be present at the event: 	<div style="background-color: yellow; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: yellow; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: yellow; height: 1.2em; margin-bottom: 5px;"></div>
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PARK RULES:

City of Des Moines Parks Department Regulations-Chapter 19.08/19.16 - Des Moines Municipal Code

1. Park in designated areas, no parking after park is closed.

2. Alcoholic beverages prohibited.

3. Obey leash and scoop provision law.

4. All fireworks are prohibited.

5. All firearms or weapons are prohibited.

6. Removal and defacing of any city property is prohibited.

7. Cutting, picking or destruction of plant life is prohibited.

8. No golfing.

9. No camping

10. No open fires

**CANCELLATION
POLICY:**

Cancellations made 91 or more days before the reservation will be charged a \$500 cancellation fee (\$100.00 Cancellation fee for Picnic Shelters). Cancellations made 90 days or less of the reservation will be charged 50% of the rental fee and forfeit all of their damage/security deposit.

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The lessee shall defend, indemnify, save, keep and hold harmless the City of Des Moines from any and all damages, costs, or expenses in law or equity that may at any time arise or set up because of damages to property, bodily or personal injury in connection with this agreement, to the extent such damages, costs or expenses are caused by the unwillfully tortious or negligent acts or omissions of the lessee or its agents, servants, employees, contractors or subcontractors. The lessee agrees to follow all rules and regulations outlined in the Facility Reservation Guide. The City of Des Moines is not responsible for lost or stolen property. I understand all City of Des Moines' ordinances and park regulations apply to this rental application.

I hereby agree that I have read and understand City of Des Moines Facility Rental booklet and agree to all terms and conditions therein.

Expulsion from any city rental facility will result in forfeiture of entire damage deposit and any unused rental fees.

Signature:

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Date:

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City Approval:

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Date:

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